



# *EMPLOYEE BULLETIN*

EB. No. 1273

22 August 1985

## CORNERSTONE TIME CAPSULE FOR THE NEW HEADQUARTERS BUILDING

1. The cornerstone laying ceremony for the New Headquarters Building has been scheduled for 31 October 1985. An important part of the ceremony will be the emplacement of a time capsule in the cornerstone of the building. Each employee is invited to suggest items concerning the Agency for the time capsule which would be of historical value and interest at a future time. Suggested items should be representative of the Agency in 1984-1985, unclassified or classified no higher than Secret, and limited in aggregate to the size of the time capsule, which is 12" x 12" x 4".

2. Suggestions for items to be included in the time capsule should be sent to the Plans Staff, Directorate of Administration, 7D10 Headquarters Building, by 30 September 1985. Additional information concerning the ceremony will be provided in a future employee bulletin.

DISTRIBUTION: ALL EMPLOYEES

N.B. "ALL EMPLOYEES" means that each Agency employee is to receive his or her own copy. If an employee observes this bulletin on a reading board and has not received a copy, please contact Regulatory Policy Division on extension 2857.

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EMPLOYEE BULLETIN

EB No. 1302

28 October 1985

VICE PRESIDENTIAL VISIT TO CIA HEADQUARTERS  
ON 1 NOVEMBER 1985

1. The Vice President of the United States will visit the Headquarters Building on Friday, 1 November 1985 to officiate at the cornerstone laying ceremony for the Headquarters Building expansion. He will arrive at approximately 10 a.m. and depart at approximately 10:45 a.m. Picture-badged personnel are invited to assemble outside of the existing building in the area directly behind the cafeterias beginning at 9:15 a.m. and should be in place by 9:45 a.m. Access to this area will be through the South Cafeteria exit. Only non-Agency invited guests will use the North Cafeteria exit to gain access to the ceremony area prior to the ceremony and to the official reception in the North Cafeteria after the ceremony. The South Cafeteria, with piped-in sound, will be open as overflow space for picture-badged personnel to view the ceremony. The U.S. Army Band will perform, beginning at 9:40 a.m. Space will be reserved for hearing impaired employees and an interpreter. A host at the South Cafeteria exit will direct those employees to this reserved area. There will be no media personnel at the ceremony. Metal detectors will be used to screen individuals attending the ceremony.

2. Reserved seating for the ceremony will be provided for all non-Agency invitees and for a limited number of senior Agency officers who will be notified in advance by the Protocol Branch. All other Agency attendees will be directed to standing room in a roped-off area outside the cafeterias.

3. Upon completion of the ceremony, Agency attendees are asked to remain in place until the Vice President has departed and invited guests have entered the North Cafeteria reception area. Agency employees who have been invited to attend the reception should bring their reception card (attached to invitations) to the North Cafeteria via the North Cafeteria entrance. All other Agency employees will reenter the building via the South Cafeteria entrance. The South Cafeteria will be open for food service at 11:30 a.m. Due to the closure of the North Cafeteria for the reception following the ceremony, food service will not be available on 1 November to visitors or to contractors working on the building expansion.

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4. From 7:30 a.m. to 1 p.m. visitors to the Headquarters Building, other than attendees to the ceremony, will be processed at the Northeast and Southwest entrances. The Main Receptionist will reopen at 1 p.m. Although there should be no extended stoppage of traffic entering or leaving the Headquarters Compound, brief delays may occur at the George Washington Parkway entrance (Gate No. 3) and the main entrance (Gate No. 1) from 9 a.m. to 12 m. noon.

5. Due to the ceremony, the following parking areas will be closed from 5:30 p.m. on 31 October 1985 until 1 p.m. on 1 November 1985. Vehicles parked in these temporarily restricted areas will be subject to removal:

North Lot: Lanes A, B, C (except Medical spaces), and the interior ring road facing Lane A

VIP Lot

Employees who normally park in the affected areas should park in the General Permit area of West Lot or in the Parking Garage.

6. Attached is a schedule of special shuttle buses which will transport employees from external buildings to the Southwest entrance to attend the ceremony. The return trip to the external buildings will also depart from the Southwest entrance of Headquarters building.

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